

TO: Garrison Condominium Board of Directors
FROM: David G. Hodgdon, Acting Secretary
RE: Minutes of June 16, 2016
DATE: July 16, 2016

Members Attending: Joy Adler, Kara Barnes Allaire, Charlene Courtemanche (President), David Hodgdon (Treasurer)

Members Absent: Peter Rose (Secretary)

Others Present: Steve Miller (Manager)

- 1) **Minutes** – Kara made a motion to approve the minutes of the annual meeting; Joy seconded it. The vote was unanimous for those present. Joy suggested that Peter include in the minutes unit numbers of those who attended. It was decided to accept that recommendation for next year's minutes.
- 2) **Financial** – Steve gave a financial update, indicating that the Association's financial status was solid. He focused on the shortfall in April between the budgeted figure and the bills, especially due in part to the residual effect of the snow removal and roof raking during the previous winter. The expectation was that the Capital Reserve would be restored in April and May. Steve explained the full reasons for needing to borrow from the Capital Reserve. The overall financial status of the Association, however, was positive, with expenses of \$10,164 (budgeted at \$11,537). The income was \$14,775, making the financial status in the good by \$4,611.

Charlene mentioned that Dave would be taking a letter to the bank to change the date of the automatic withdrawal to make the monthly payment of the loan. The automatic withdrawal for payment would begin in July.

3) **Insurance Renewal Managers Report**

Pool – Steve explained the insurance on the pool. The commercial package/ umbrella is \$28,009, representing a savings from the previous year. Charlene had a question about coverage if there were an incident that would cost more than \$2 million per incident. Who would make up the difference? The difference would be made up by the 62 homeowners. It would be unlikely that this would occur. The liability would be standard and unlikely to go higher than what the insurance would cover. Legal fees would be included in the insurance plan. A gate would be required. It wouldn't have to be locked, but must be closed. It was requested by Joy to add a dummy lock on the inside part of the gate lever so no one can unlock the gate lock. It would be impossible to cover all ages and sizes. It would be a protection. It was expected that there would be proper supervision by a responsible adult. No insurance company likes pools. There was a discussion about the current

gate. Joy made a motion to accept the insurance proposal. It was seconded by Dave. The vote for approval was unanimous.

Crack sealing - Blacktop Sealers, Inc. made a proposal of \$2,375 to take care of any crack in the asphalt. Since the budget was \$1,650, the recommendation was that the board agree to absorb the \$725 difference. This work was not required because of poor workmanship. There shouldn't be a need to touch the pavement for another 5 years. Dave made a motion to approve the bid for this work. Joy seconded the motion. The board approved the motion unanimously.

Drain - The board discussed the drain in front of unit 20. This was where a manhole was discovered. Durell would follow up on this issue.

Dryer Vent Cleaning - Steve reminded the board that dryer vent cleaning was not scheduled for 2016, since it was offered every other year.

Jet Spraying - Jet spraying of catch basins was done twice a year. That work was scheduled for the ensuing week.

Dog Walk Lights - Steve also observed a problem with the lights near the dog walk area. It was necessary to disconnect the dog walk area to get lights in front. All lights worked at the entrance and exit, but dog walk lights did not work. It would be necessary for a new line in order to have light in the dog walk area. Steve would send an email to the owners about the temporary situation and the plan to correct it.

Roof inspection report. Steve shared the work of the company that completed the roof inspection. It included pictures tied to each unit. Buildings were color coded and the report was quite thorough. The roof inspection also identified areas of soft spots needing immediate attention. Thirteen roofs were high priority items varying from soft spots to ridge vents. Unit 60 had a hole in the roof and needed to be replaced. Units 31 and 32 also needed plywood and shingles. It would not be an exorbitant cost, but it needed to be done. Steve said it had to be done in the late summer or early fall. The report provided a good plan for addressing roofs for the next several years.

Landscaping - Steve reviewed the proposal for landscaping based on the walk through that board members underwent with Steve. Details were discussed. There was a discussion about cleaning the residue from the mulching off of the siding, the edging, the contract for the ongoing work with landscaping, the supervision of the landscaping staff, and meetings to review the contract to ensure that the work the association needed would be completed. Board members expressed concern about a yew next to unit 10 garage that did not receive edging or mulch. The reason for this was due to

the downspout that would wash away the mulch. The Board, Steve, and Landscaper would evaluate a solution to this problem. The Board also requested from the Landscaper a pruning schedule so they could anticipate when certain bushes/shrubs would be pruned throughout the year. Steve would follow up and obtain that schedule.

- 4) **Unit Numbers** - There was a suggestion to put up signs on garages to direct people to units. It wasn't something planned to do at this point.
- 5) **Decks** - Some decks are due for staining, but there is also a concern about splintering. A carpenter would follow up.
- 6) **Gas lines** - There was a question about gas lines. Steve said that it was common for the lines to be rusted. It doesn't mean there was a concern. If there is a smell, the gas company should be contacted.
- 7) **Car work** - Car work isn't supposed to be done on the pavement and in the parking spaces. Steve said he could follow up if he knows about it on the day the work is being done and has a photo.
- 8) **Miscellaneous Items** - Several other specific items were discussed. They included questions about the grandfathering of rule book violations, owners selling their homes, what to do with gardens in the back of units that owners inherited and hadn't cared for, fines or towing during snow storms, procedures for tenants violating rules, requests for planting flowers, the pool skimmer cover being fixed, and the listing of when the pruning of the various species of bushes would be done.
- 9) **Request to Plant Tulips** - It was noted that there was an offer to plant tulips. The owner making the request offered to purchase and plant bulbs at the entrance. Although greatly appreciated, the request was denied.

The next meeting was scheduled for August 2.